

Minutes of the Personnel Committee

Tuesday, May 15, 2012

Chair Paulson called the meeting to order at 1:04 p.m.

Present: Supervisors Duane Paulson, Jennifer Grant, Pauline Jaske, Kathleen Cummings, Jim Jeskewitz, and Dan Draeger. **Absent:** Mike Crowley.

Also Present: Chiefs of Staff Mark Mader and Shawn Lundie, Human Resources Manager Jim Richter, Training Coordinator Deb Kneser, Employee Benefits Administrator Pete Hans, Human Resources Analyst Andrea Bellmann, Senior Human Resources Analysts Renee Gage and Sylvana Radmer, Principal Human Resources Analyst Terri Sgarlata-Lutz, Human Resources Assistants Debbie Rapp and Mary Gutoski, Clinical Services Manager Joan Sternweis, and Risk/Purchasing Manager Laura Stauffer. Recorded by Mary Pedersen, County Board Office.

Announcements

Decker thanked the committee for their upcoming work on this committee. He encouraged supervisors to ask many questions. Many interesting issues will come up as a result of Act 10. He noted both state and federal funds have been cut significantly although County operations and services will still require funding. He added that his door is always open.

Chairs' Executive Committee Report of 5-14-12

Paulson highlighted the following items discussed at the last Executive Committee meeting.

- Falstad was elected secretary and Haukohl is vice chair of the Executive Committee.
- Discussed committee duties and responsibilities.
- Approved various appointments which were included in the last set of County Board referrals.
- Heard an informational presentation on the Wisconsin River Rail Transit Commission and Southern Railroad.
- Heard standing committee reports.

Review Correspondence

- Fund transfer of \$60,000 from the Contingency Fund to the County Clerk's 2012 operating budget to help pay for the upcoming recall elections. An ordinance will come forward during the summer to cover the remaining costs.

Schedule Next Meeting Dates

- June 19

Committee Welcome and Opening Remarks by Chair

Paulson urged supervisors to arrive at committee meetings on time or inform Mary Pedersen in the County Board Office if late or absent for quorum purposes. He asked that cell phones be turned off and emergency calls be taken in the back room. Supervisors who wish to speak to staff after presentations should do that after the meeting has adjourned and not leave in the middle of a meeting. He asked supervisors to raise their hand if they wish to speak. When presenters are

speaking, please save questions for the end of the presentation. It is important to discuss only those items listed on the agenda.

Nomination and Election of Vice Chair and Secretary

MOTION: Cummings moved, second by Draeger to elect Cummings as vice chair. Motion carried 6-0.

MOTION: Cummings moved, second by Jeskewitz to elect Jaske as secretary. Motion carried 6-0.

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Mader discussed this item as outlined in his handout. He indicated the Personnel Committee has budget and policy oversight of the offices of the County Clerk, County Executive, County Board, and Corporation Counsel, the Sheriff Grievance Committee, and the Sheriff Civil Service Commission. This committee is also responsible for developing personnel policies and procedures and reviewing position requests and their financial impacts. It establishes parameters for the negotiation of wages and working conditions with employee representatives. Only the Teamsters and WPPA law enforcement unions currently exist in the County. It also reviews classification specifications, proposes reclassifications, and reviews major departmental reorganizations.

Mader said attributes of great committees and supervisors include being respectful and patient, and they ask probing questions. They review information with diligence and recognize the need for constant vigilance on behalf of fairness and the taxpayers. They are able to explain to a reasonable person why the committee took the action they did. They are prepared to answer questions on both sides of the issue to be ready for the County Board floor. It is also very important the committee follows open meetings laws. All committee meetings are recorded. Copies of these recordings can be requested by the public and media. Any committee members who will arrive late, must leave early, or cannot attend a meeting should call Mary Pedersen in the County Board Office as far in advance as possible for quorum purposes. Paulson advised that legislation (i.e., ordinances and resolutions) is proposed by Administration and the departments. Once it arrives to the County Board Office, the committees and the full County Board can amend as they see fit. Supervisors can also propose legislation with the aid of County Board staff.

Educational Overview of the Human Resources Division

Richter said there are currently 17 County departments, the largest being Health & Human Services. There are approximately 1,400 full-time and part-time employees, not including temporary and seasonal employees. The County also utilizes a number of contracted employees. Due to the passage of Act 10 at the State level, two bargaining units remain in the County covering approximately 225 employees – the Teamsters and WPPA. This committee will meet in closed sessions beginning in the fall for collective bargaining purposes. There are also about 475 non-represented (aka non-union) employees; and 700 newly non-represented employees (due to Act 10). The Teamsters union successfully recertified, a requirement of Act 10, while those unions no longer active chose not to pursue that process. The WPPA law enforcement union is exempt from Act 10.

Richter briefly discussed the annual County picnic and post-holiday parties (funded with cafeteria proceeds), the Employee Wellness and Health Advancement programs (aimed at determining risks and slowing down health insurance increases), employee relations and grievances (historically very little grievance activity), organizational studies and departmental restructuring (sometimes a good

opportunity due to a newly vacant position), salary administration, the Pay for Performance Program, and the current countywide compensation/benefits study. The main focus of the study being public vs. private, basically to help determine salary for those employees no longer represented by a union.

Richter introduced key staff of the Human Resources Division, each of whom briefly discussed their roles and responsibilities within the division as outlined in their handout. The various functions of the division include recruitment and selection, training and development, employee recognition, the Health Advancement Program, information systems, newsletters and communications, organizational studies, manager and supervisor consultation, policy and procedures, salary administration, collective bargaining, benefits design and administration, employee orientation, and employee leave and retirement planning.

Review and Approve Mental Health Center Administrator Classification Specification

Gage and Sternweis were present to discuss changes to the Mental Health Center Administrator classification specification (class spec) as outlined in their handout. Sternweiss said the revisions result from a new standard for running a hospital and that it now requires a minimum of a master's degree specializing in health care administration. Gage added that the supervision of the Clinical staff will now be done by the Outpatient Services Coordinator. This change will be reviewed and evaluated in one year.

MOTION: Draeger moved, second by Jeskewitz to approve revisions to the Mental Health Center Administrator Classification Specification. Motion carried 6-0.

Review Risk Management Policy and Procedure Update on Workers Compensation

Stauffer and Richter were present to discuss this item as outlined in their handout. Richter advised that this policy update is a result of the recently passed ordinance on the County Board level which eliminated the Disability Pay Program, a workers compensation pay supplement. The supplement provided additional compensation of up to approximately 80% of an employee's salary if they were out of work due to a work related injury or illness. A work group studied this issue and determined this was a public sector benefit and not often seen in the private sector. This does not apply to the WPPA law enforcement union because they are still covered under a collective bargaining agreement. However, it is likely this item will be part of the collective bargaining process this fall. To answer Grant's question, Richter said this does not apply to the Teamsters because due to Act 10, recertified unions can only bargain for base wages. Staff went on to review the changes in detail.

MOTION: Cummings moved, second by Draeger to approve the update to the Workers Compensation Policy and Procedures. Motion carried 6-0.

Review and Approve Transitional Modified Duty Policy

Stauffer and Richter discussed this item as outlined in their handout. Stauffer indicated the Modified Duty Policy has been in practice for quite some time as part of the claims management process for workers compensation. The Transitional Modified Duty Policy codifies the Modified Duty Policy and also limits the benefit. Modified duty is also considered light duty or transitional duty. This applies to workers compensation and non workers compensation related cases. When an employee sustains a work related injury and they are off of work, at some point during their medical

treatment the County will work with their medical provider to get them back to work at the end of healing. Sometimes, prior to the employee's end of healing point they are partially recovered and can return to work doing other duties as approved by their medical provider. Statistically, the longer an employee is off of work the less likely they will return to work. There are many reasons for wanting an employee back to work as soon as possible which Stauffer briefly discussed. Once an employee returns to work, they are no longer paid for lost time and are again earning their normal wage. Stauffer referred to the formal policy and discussed same as outlined. In the past, light duty could continue for quite some time as the employee is in the recovery stage. The modification limits light duty to 90 days. At that time, staff will evaluate and determine if light duty can continue beyond 90 days. Richter noted this will be determined on a case by case basis. Most employees do return to regular duties in less than 90 days.

MOTION: Cummings moved, second by Jeskewitz to approve the Transitional Modified Duty Policy. Motion carried 6-0.

MOTION: Jeskewitz moved, second by Jaske to adjourn at 2:49 p.m. Motion carried 6-0.

Respectfully submitted,

Pauline T. Jaske
Secretary